



Foothills United Way Position Announcement

Position Title: Manager of Accounting Operations

Position time requirements: Full-time, salaried position

Contact Person: John Laputz, CFO

Deadline for Application: February 10, 2012

Primary Responsibilities: Work with CFO to maintain the accuracy, integrity and confidentiality of the accounts of Foothills United Way as needed, process and post receipts, maintain database for accuracy in reporting and preparing billing, run reports and prepare reconciliations, maintain employee time allocation files, maintain fixed asset records, process accounts payable and cash disbursements, and maintain the general ledger, as needed.

Qualifications: 3 – 5 years nonprofit accounting experience. Strong database and spreadsheet skills. Self-starter, able to work independently as well as function as part of the organizational team. Basic knowledge of generally accepted accounting principles, and internal financial controls and their relationship to policies, procedures and reporting. Four-year accounting or finance degree a plus.

Email cover letter, resume and salary requirements to jlaputz@unitedwayfoothills.org.